



Department of Finance & Administration
Office of Purchasing, Travel, & Fleet Management
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May Newsletter

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Featured Contract

Copiers/Printers

Commodity: Copiers/Printers – Purchase and Rental

Type of Contract: Negotiated contract – remember, this means that you can negotiate your best price from the vendors on contract! State agencies may purchase items from any of the contract vendors listed, or state agencies may purchase the items covered by this contract from a noncontract vendor provided they follow the applicable procedures set forth in Section 31-7-13 (a), (b), or (c) and that the price shall not exceed the negotiated contract price.

COPIERS/PRINTERS:

- Printers are for purchase *only*; however, copiers are for purchase *or* rental.
- When renting, you must use our generic rental agreement.
- If state agencies are purchasing replacement toner, it *must* be purchased from our competitive laser toner contract.
- If the desired toner is not listed on our toner contract, you must follow normal procurement procedures for purchasing.

Dates of Contract: May 1, 2021 – April 30, 2022

Vendors on Contract: There are currently 13 vendors offering a variety of copy machines, multifunction printers, desktop printers, and duplicators on this contract. The best way to view products and compare prices among the vendors is to access the following link: [Vendors on Contract](#)

Contract Analyst: Easter Haimur, Easter.Haimer@dfa.ms.gov

Reminder: All copier contracts (P-1s) must be created in MAGIC. When creating copier contracts (P-1s), the contract must be created using the manufacturer's supplier number instead of the dealer's supplier number. OPTFM entered into the contract with the copier manufacturer and not the dealer. The Supplier number must be identical to the statewide contract vendor and the contract must contain a distributor from the referenced state contract. Creating the contract using the manufacturers supplier number, will allow OPTFM to track the annual spend. If the contract is created using the dealer's supplier number, the system may automatically approve it, because the amount of the contract(s) is below \$50,000.00. However, when the associated contract volume with the same manufacturer exceeds \$50,000, these contracts when modified will route to OPTFM for oversight approval. Thus, the contract must be created correctly prior to receiving approval from OPTFM. If an agency created a copier contract(s) using a dealer's supplier number, please create a new contract using the manufacturer's supplier number. Please follow the instructions on "How to Create an Agency Copier Rental Agreement Contract". These instructions can be found on OPTFM's website at the below link. [Create Copier Contracts Instructions](#)



**Reverse Auction Legislation
Senate Bill 2024**

SB 2024 was passed during the 2021 Legislative session. This bill amends MS Code Section 31-7-13 and includes the language below. If the entity is awarding a *term contract* as defined in Section 31-7-13(n), reverse auction shall not be used for the procurement. Entities will use the competitive sealed bidding process for these procurements and no approval or exemption is required from PPRB.

However, reverse auction shall not be used for any public contract for design or construction of public facilities, including buildings, roads and bridges and term contracts as provided in paragraph (n) of this section.

Questions and Answers

The Office of Purchasing, Travel, and Fleet Management is often asked procurement related questions. Listed below are a few of those questions with the answers.

<u>Questions</u>	<u>Answers</u>
If a sole source was approved over a year ago, can that sole source be extended today?	No, just because a sole source commodity was approved a year ago does not mean the commodity is still a sole source today. Any agency with a sole source request must follow sole the source regulations posted on OPTFM’s website
Can a State Agency purchase office supplies from a noncontract supplier?	State Agencies must purchase office supplies from the Competitive State Office Supply Contract listed on OPT’s website and the State Contract Board. If a required office supply product is not available on the Competitive State Office Supply Contract, other methods may be utilized.
Does OPTFM have a state contract for printing?	OPTFM does not have a state contract for printing, which means the government entity should follow normal purchasing procedures.



Travel News

They say if you don't use it you lose it! It has been months since we have booked a business trip. Let's refresh our memory on how to properly book a flight.

How to Book a Flight

Method 1

State agencies, city and county officers and employees may utilize the State of Mississippi Travel Agency Services contract administered by the Office of Purchasing, Travel and Fleet Management. Employees may make reservations for all travel arrangements using a state contract travel agency or by booking flights over the Internet. A receipt (passenger receipt) and itinerary shall accompany the request for reimbursement. There are transaction fees for booking air travel, as well as separate transaction fees that may accompany this mode of transportation, including but not limited to vehicle rental, lodging, etc.

When booking a flight through a state contract travel agency, simply select the travel agency, call the contact person, and book your flight. Be sure to check with your Program Coordinator to see if they use a particular travel agency for all bookings or to verify that you are authorized to book your own flight and use the agency's ghost card as a method of payment.

There are no quotes required when using a state travel agency. They should find the lowest fare for you.

Method 2

Another option is booking airfare on your own. This is a simple process. With online booking tools, such as Travelocity, Orbitz, Priceline, etc., and the airlines themselves, with a few strokes on the keyboard you can search for and book the right flight for you. Air travel is an authorized expense for the travel card and you can check with your Program Coordinator regarding use of the ghost account, a department card or your travel card. You may also choose to book with your personal card and receive reimbursement when authorized by your agency.

For all flights which are not booked through one of the contract travel agencies, the employee must obtain and the agency must maintain in its files a cost comparison showing a minimum of two (2) fares. This cost comparison must show the fare and any issuance cost and must demonstrate a cost savings, and shall also be submitted along with the employee's Travel Voucher. **Neither of these quotes should be through a travel agency if they will not be used.**

If the employee must book a flight at a price in excess of the lowest rate on the cost comparison, the agency must, prior to booking the flight, submit an eWaiver Request found on the OPTFM website at <https://www.dfa.ms.gov/media/9280/ewaiver-request-form.pdf> to the Office of Purchasing, Travel and Fleet Management and include the amount of cost and the justification for using that fare on the eWaiver.

Preferred seating, business, or first-class service may be authorized if at least one of the flight segments exceeds 6 hours. A flight segment is defined as time in the air between stopovers, changing aircraft, or change of airline. Preferred seating, business or first-class travel is not reimbursable unless approved in advance. An eWaiver signed by the Agency Head or designee must be submitted and approved by OPTFM prior to the trip. Whether you choose to book through a travel agency or book your own flight, the procedures in place should demonstrate the cost savings that shows that travelers have the best interests of the State of Mississippi in mind when flying gets you where you need to be.

For more air travel information click here: [Air Travel Info](#)

Bureau of Fleet Management (BFM) Notes



BFM has received the following information from Stellantis (Chrysler/Dodge) concerning the rollover of pricing for the 2022 model that is allowed in our contract.

Unfortunately, due to industry-wide production issues caused by the global shortage of semiconductor microchips, and the lingering impact of the COVID-19 pandemic on assembly plant workforces, we are unable to provide “bridge/carryover” approvals which normally would protect your current contract pricing through the contract period, regardless of model year.

Effective immediately, the only vehicle available for ordering from Stellantis is the Dodge Charger Police Pursuit sedan.



COVID-19 and plant closures:



BFM is considering adding a Certified Mississippi Fleet Manager class in late May or early June. If you or your agency has someone that is interested, please contact Billy Beard at billy.beard@dfa.ms.gov or Ramona Jones at ramona.jones@dfa.ms.gov.

Master Lease Purchase Series

A possible Master Lease Purchase Series is being planned with financing for equipment for such items as listed below. The Master Lease Purchase Program is designed to provide competitive interest rates and low financing costs for lease purchase transactions. Having multiple participants has historically allowed a very competitive interest rate.

- rolling stock including sedans, trucks, vans and buses
- farming and agriculture equipment and implements
- energy management equipment
- computer equipment including hardware and software
- printers, scanners and copiers
- modular office and classroom furniture
- portable radios and related hardware
- fiber optic cable systems
- telecommunication equipment
- equipment used in crime analysis
- aircraft
- research and medical equipment
- printing presses
- heavy road equipment
- modular buildings
- trailers

For more information, please visit the DFA website; Office of Purchasing, Travel and Fleet Management; Bureau of Purchasing and Contracting; Master Lease Purchase Program; or contact Belinda Russell, Belinda.Russell@dfa.ms.gov, or 601-359-5041.



CMPA Class Update

The first 3-day CMPA class for 2021 was held April 20-22 via Zoom. There were 60 attendees for the class. Please check the OPTFM website periodically for dates of the next classes, as well as whether they will be held via Zoom or in person.

